FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

November 7, 2013

DEBORAH TURLEY, TREASURER
ELAINE HAYS FOR CONGRESS
PO BOX 19476
AMARILLO, TX 79114

Response Due Date
12/12/2013

IDENTIFICATION NUMBER: C00544452

REFERENCE: OCTOBER QUARTERLY REPORT (07/01/2013 - 09/30/2013)

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **Failure to adequately respond by the response date noted above could result in an audit or enforcement action.** Additional information is needed for the following **2** item(s):

1. Schedule A of your report discloses in-kind contributions to your committee. Please be advised that the value of in-kind contributions must be added to the receipts and disbursements total in order to avoid either inflating or deflating the cash on hand amount, and itemized on the appropriate Schedules A and B. (11 CFR § 104.13(a)) Please amend your report by itemizing the in-kind contributions on Schedule B.

2. Please provide a Schedule C to support the loan reported on Line 11(d) of the Detailed Summary Page. Each person who makes a loan to your committee, or to the candidate acting as an agent of the committee, must be itemized on Schedule A <u>and</u> Schedule C. The itemization on Schedule A must include the person's full name, mailing address and zip code, along with the name of his/her employer, his/her occupation, the date of the contribution/loan and the election cycle-to-date amount of contributions made by the person. Schedule C must include any endorser or guarantor of the loan, the date the loan was made and all other terms of the loan. If the loan is from the candidate, you must indicate whether it is from his/her personal funds, or was obtained by the candidate from a bank loan, brokerage account, credit card, home equity line of credit or other line of credit. (2 U.S.C. §434(b)(3)(E) and 11 CFR § 104.3(a)(4)(iv))

- Your report disclosed a category of financial activity that appears to be